

## SD Perkins Grant- Work Cycle & Deadlines

School Year 2019-2020

Preparation	
<b>March</b>	Identify budget needs and priorities.
<b>April</b>	Meet as a consortium to determine budget priorities and shared efforts for the upcoming school year as a consortium.  DCTE will send finalized list of approved CTE programs and award letters to Perkins Directors. <i>*Dependent on when allocations and formal notifications are available</i>
<b>May 1<sup>st</sup></b>	Perkins Directors review budget requests to determine if the justifications meet DCTE's standards and requirements. Communicate with districts to make the necessary edits. <i>*Now is an excellent time to communicate with DCTE Regional Specialists to ensure justifications are complete and meet the standards. Remember- no budget requests are approved until the grant is formally approved by the DOE Finance office regardless of previous communication related to the FY2020 Perkins requests. Do not make purchases until the final budget approval is issued.</i>
<b>May 15<sup>th</sup></b>	Best Practice- Perkins Directors have final list of budget requests including finalized justifications in hand.
Grant Submission	
<b>June 14<sup>th</sup></b>	Perkins Budget due within GMS and submitted for approval. Expectation is that 100% of funds be allocated at the time of submission. Only programs with new hires in which the new teacher is not yet in place to identify exact equipment or budget needs may submit a budget with less than 100% of their funds explicitly allocated within their Perkins Budget application. <i>*Late submissions will be reviewed last. Submit your budget application on-time or early to ensure purchasing happens prior to the start of the school year.</i>
	DCTE Regional Specialists begin reviewing Perkins Grant Applications within GMS.
<b>July 1<sup>st</sup></b>	Formal Start of the FY2020 Grant Year.
<b>July 12<sup>th</sup></b>	DCTE staff complete the reviews of all grant applications submitted prior to June 15 <sup>th</sup> . Budget applications that do need to be returned for revisions will be reviewed and approved by this date.
Purchasing, Reimbursement and Inventory	
<b>July-August</b>	Once final budget approval has been received, entities may begin purchasing and procuring their approved budget requests.
<b>September 30<sup>th</sup></b>	Last day to submit an amendment to allocate remaining (not previously allocated) FY2020 Perkins funds. <i>This is intended only for programs with newly hired teachers in which the new teacher was not available to identify exact equipment or budget needs prior to the June 15<sup>th</sup> deadline.</i>
<b>September</b>	Local and consortium inventories are updated to include FY2020 purchases.
<b>October 31<sup>st</sup></b>	1 <sup>st</sup> Quarter reimbursement requests due to DOE Finance Office.
<b>January 31<sup>st</sup>, 2020</b>	2 <sup>nd</sup> Quarter reimbursement requests due to DOE Finance Office.
<b>January 31<sup>st</sup></b>	Waiver requests for upcoming FY2021 grant year due to DCTE Data and Grants Manager.
<b>January 31<sup>st</sup></b>	Consortium structure changes due to DCTE Data and Grants Manager.
<b>April 30<sup>th</sup></b>	Last date to submit an amendment for the FY2020 Perkins Grant.
<b>April 30<sup>th</sup></b>	3 <sup>rd</sup> Quarter reimbursement requests due to DOE Finance Office.
Final Reporting	
<b>June 30<sup>th</sup></b>	End of FY2020 Perkins Grant Year.
<b>August</b>	Best Practice- Complete Performance Report and Financial Project Closeout Report.
<b>September 10<sup>th</sup></b>	Last day to submit reimbursement requests for FY2020 Perkins Grant Budgets.
<b>September 10<sup>th</sup></b>	Perkins Performance Reports due.
<b>September 10<sup>th</sup></b>	Final Project Closeout Report due in GMS for FY2020 Perkins Grant.